

**MINUTES OF MEETING OF THE  
BOARD OF DIRECTORS**

**December 13, 2017**

STATE OF TEXAS §

COUNTY OF FORT BEND §

BIG OAKS MUNICIPAL UTILITY DISTRICT §

The Board of Directors (the "Board") of Big Oaks Municipal Utility District of Fort Bend County, Texas (the "District"), met in regular session, open to the public, on Wednesday, December 13, 2017, at the offices of Municipal Operations and Consulting, 1825 North Mason Road, Katy, Texas, a designated meeting place outside the boundaries of the District, whereupon, the roll was called of the members of the Board, to-wit:

Michael Abshire	-	President
Sonyan Stephens	-	Vice President
Jennifer Flores	-	Secretary
Mark Van Dyck	-	Assistant Secretary
David Johnson	-	Assistant Secretary

All members of the Board were present, thus constituting a quorum. Also present at the meeting were Commissioner Grady Prestage of Fort Bend County Precinct 2; Brenda Patton, Community Relations Manager of Fort Bend County Precinct 2; Joe Mattingly of Double Oak Erosion ("Double Oak"); Christina Perry of Myrtle Cruz, Inc., the District's Bookkeeper; Lina Loaiza of Bob Leared Interests, the District's tax collector ("TAC"); Mike Williams and Chris Sanchez of Municipal Operations and Consulting ("MOC") or (the "Operator"); Angela Howes and Matt Carpenter of IDS Engineering Group ("IDS"), the District's engineer (the "Engineer"); John Cannon, Attorney, and Tiffany Marquez, Paralegal, of Coats|Rose, P.C., the District's legal counsel.

WHEREUPON, the meeting was called to order and evidence was presented that public notice of the meeting had been given in compliance with the law. A copy of the posted agenda notice is attached hereto as Exhibit "A".

**HEAR PRESENTATION BY HONORABLE COMMISSIONER GRADY PRESTAGE**

The Board recognized Commissioner Prestage who noted his previous conversation with a few directors and consultants regarding the District's water drainage during Hurricane Harvey. He stated that the County Judge can execute an Emergency Evacuation Protocol ("Protocol"), and the Board expressed their desire to stay informed regarding potential Protocols. Commissioner Prestage recommended the Engineer also be a part of Protocol conference calls, as well as the Operator to provide pictures of the community to Commissioner Prestage.

Mr. Cannon inquired about additional garbage trucks to be sent through the District for storm debris and noted several homes were missed. Commissioner Prestage stated he would look into the matter, but that generally, the County's debris removal services were complete. The Operator noted the garbage trucks have damaged or in some cases destroyed several inlet and culverts. The Engineer noted that said damage was included in a letter that will be sent to Commissioner Prestage. Director Stephens stated she contacted WCA regarding trash pick-up for storm debris and was informed it was the same quoted price the District received originally.

#### APPROVAL OF MINUTES

The Board considered approval of the minutes of meetings held on November 8, 2017. After discussion, upon a motion by Director Flores and seconded by Director Johnson, the Board unanimously voted to approve the minutes of the meeting held on November 8, 2017.

#### BOOKKEEPER'S REPORT

The Board next recognized Mrs. Perry, who presented for the Board's review and approve the bookkeeper's report, a copy of which is attached hereto as Exhibit "B". After consideration, upon a motion brought by Director Flores, seconded by Director Van Dyck, the Board unanimously voted to approve the bookkeeper's report.

#### APPROVE TAX COLLECTOR'S REPORT

The Board recognized Ms. Loaiza who delivered the tax collection report for the period ending November 30, 2017. She reported that 99.513% of the 2016 taxes have been collected. She asked the Board if they would like to purchase an aerial photo of the District. However, the Engineer stated he will be acquiring a new aerial photo and that the District could use. The Board did not choose to purchase an aerial photo with the Tax Collector's Report.

Upon motion by Director Abshire, seconded by Director Johnson, and the question being put to the Board, the Board voted unanimously to approve the tax collector's report, a copy of the tax report is attached hereto as Exhibit "C".

#### OPERATOR'S REPORT

The Board recognized Mr. Williams who presented the operator's report for November, 2017 a copy of which is attached hereto as Exhibit "D". The water well was inspected to ensure proper operation and monitor water usage and the total number of connections is at 2,131. He also reported that the water accountability is at 93%.

Mr. Williams updated the Board on the FEMA claim and requested Director Flores executed a document to move forward with the FEMA claim. He reported that there has been sidewalk damage to areas that the Operator has previously repaired. Mr. Williams believes the damage was caused by the garbage trucks picking-up storm debris. The Engineer and the Operator will coordinate to include said damaged side-walks to the FEMA claim.

Next, Mr. Williams reported that per last month's meeting the smoke testing was initiated; however, was temporarily suspended due to construction in the homes. Upon a motion brought by Director Van Dyck, seconded by Director Abshire, the Board unanimously voted to approve (i) the Operator's report, including the FEMA document requested for execution; (ii) the uncollectable account list as presented; and (iii) the water termination list.

### HEAR REPORT FROM DOUBLE OAK EROSION

The Board recognized Mr. Mattingly who gave a report on maintenance of the Twin Oaks Detention Pond and Channel, the West Oaks Village Detention Pond, and the Bellaire Common Area. A copy of Mr. Mattingly's report is attached hereto as Exhibit "E". Mr. Mattingly drew the Board's attention to page 8 of his report and noted the area shown was originally quoted to be desilted, however, he decided that it would not be productive to de-silt the area. He added on page 8 concrete damage by his mowers occurred and will be repaired.

Next, Mr. Mattingly reported that Director Stephens inquired about increasing the height of the fountain for the front pond. He stated he contacted Lake Management and due to the pond's depth the fountain would require a new pump for the increased fountain height to be noticeable. The Board requested Mr. Mattingly contact Lake Management to discuss increasing the height of the fountain.

No action was taken.

### ENGINEER'S REPORT

Ms. Howes presented the engineer's report, a copy of which is attached hereto as Exhibit "F". A summary of the status of various projects in the District is as follows:

1. Fort Bend County ("County")
  - IDS met with Commissioner Prestage on November 28, 2017 to discuss several items detailed in the Engineer's report.
2. Water Plant Improvements
  - IDS held a bid opening on December 6, 2017, which resulted in the low bid amount of \$302,000.00. IDS recommended that the District award the contract to the low bidder, WW Payton, in the amount of \$302,000.00.
    - The Board requested information regarding said improvements be posted on the District's website.
3. Fort Bend Co. Municipal Utility District No. 190 ("FBCMUD 190") – Central Facilities
  - D.R. Horton is evaluating the potential for regional water and wastewater facilities. Construction for the sanitary sewer force main and waterline connections between the District and FBCMUD 190 is in progress.

4. Walking Trails

- Champions Hydrolawn has resealed the expansion joints.

Upon a motion brought by Director Abshire, seconded by Director Van Dyck the Board unanimously voted to approve the Engineer's report, as presented.

CONSIDER CHANGING MOSQUITO SPRAYING COMPANY AND ACT THEREON

The Board recognized Mr. Sanchez who acquired information from Cypress Creek Pest Control and requested the Board's mosquito spray frequency preference moving into the new year. He reported ATV spray would cost \$350 per application and Truck Fogging would cost \$260 per application. The Board requested ATV spraying and Truck Fogging twice a week for the months of May through October; and ATV spraying and Truck Fogging once a week for November, March and April.

Directors Stephens and Van Dyck indicated both homeowner's associations ("HOA") were open to sharing the cost of the mosquito spray. Mr. Cannon stated he would generate agreement between the HOAs and the District.

HEAR ATTORNEY'S REPORT AND CONSIDER TAKING ANY ACTION REQUESTED BY ATTORNEY

Mr. Cannon drew the Board's attention to the District's constable report and the WCA call log attached hereto as Exhibit "G". No action was taken.

*[Remainder of page intentionally left blank]*

PASSED, APPROVED AND ADOPTED this day of 10<sup>th</sup> of January, 2018.

(DISTRICT SEAL)

  
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Secretary, Board of Directors